



# Las Positas College

3000 Campus Hill Drive  
Livermore, CA 94551  
(925) 424-1631

Online: [LPC Facility Rentals](#)

## PRELIMINARY REQUEST FOR USE OF COLLEGE FACILITIES

Does Organization have a 501(c)(3) from IRS?  YES  NO

**Organization responsible for the contract, as noted on 501(c)(3), if applicable**

Organization Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### EVENT DETAILS

Title of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Set Up Date(s)/Rehearsal Date(s): \_\_\_\_\_

Rental Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Rental Exit Time: \_\_\_\_\_

**RENTAL TIME MUST INCLUDE SET-UP, EVENT, AND BREAKDOWN TIME**

Public or Private Event/Performance? Public  Private  Will you be selling concessions? YES  NO

### ATHLETIC EVENTS ONLY

Number of Teams: \_\_\_\_\_ Coaches/Staff: \_\_\_\_\_ Audience/Attendees: \_\_\_\_\_

### THEATRE EVENTS ONLY

Number of Performers: \_\_\_\_\_ Staff: \_\_\_\_\_ Attendees: \_\_\_\_\_

### ALL OTHER EVENTS ONLY

Staff: \_\_\_\_\_ Attendees: \_\_\_\_\_

### FACILITIES (Classrooms, Lecture Halls, Conference Rooms, Cafeteria and Parking Lot)

**Choose one drop-down option and list all other locations below:**

Other Location Preferences: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**FACILITIES (Mertes Center for the Arts: Building 4000)**

**Choose one drop-down option and list all other locations below:**

Other Location Preferences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACILITIES (Athletics: Building 2500)**

**Choose one drop-down option and list all other locations below:**

Other Location Preferences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EQUIPMENT & STAFFING REQUIREMENTS**

Athletic Equipment Needs: \_\_\_\_\_  
\_\_\_\_\_

Furniture Needs: \_\_\_\_\_  
\_\_\_\_\_

Audio/Visual Needs: \_\_\_\_\_  
\_\_\_\_\_

Theatre Needs (Lighting, Audio, etc.): \_\_\_\_\_  
\_\_\_\_\_

**Thank you for submitting your Preliminary Request For Use of College Facilities.**

Our office will review your submission and provide a detailed quote based on your requirements. If additional information is needed, we will contact you. If you have any additional questions in the meantime, please do not hesitate to reach out to our office at (925)424-1631 or [lpc-externalfacilityrentals@laspositascollege.edu](mailto:lpc-externalfacilityrentals@laspositascollege.edu). We look forward to assisting you.